Drinking Water State Revolving Fund 2004 Funding Cycle Application Form

| LOAN TERMS | | | |
|-----------------------|---|--|--|
| Loan Limit: | \$4,000,000 per jurisdiction | | |
| | \$8,000,000 for jointly-owned projects or satellite management agencies | | |
| | doing consolidation projects | | |
| Loan Term: | 20 years or the life of the project (whichever is less) | | |
| Interest Rate: | 0.0 % - 1.5% (linked with local income level) | | |
| Local Match: | No local match is required | | |
| Loan Fee: | 1% | | |

Application must be postmarked by midnight or hand-delivered by 5:00 p.m. May 11, 2004 Submit one (1) signed original and four (4) copies

Mail or ship to:

Washington State Department of Health Office of Drinking Water DWSRF Program Post Office Box 47822 Olympia, Washington 98504-7822

Hand deliver to:

Washington State Department of Health Office of Drinking Water DWSRF Program 7171 Cleanwater Lane, Building #3 Tumwater, Washington 98501





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ELIGIBILITY

Should you apply?

Here are some general suggestions. For complete details, refer to the Guidelines, Appendices C and D.

Eligible systems/projects include:

- Most Group A community systems, including mobile home parks (nonprofits must have articles of
 incorporation filed with the State of Washington, or a master business license)
- Most Group A noncommunity systems (nonprofits must be a federally recognized nonprofit entity, unless a special purpose district, such as a school, which would require state nonprofit documentation)
- Group B systems converting to Group A
- Retroactive financing for specific high-priority municipal projects
- Projects that address a public health risk
- Projects to upgrade outdated, deteriorated facilities

Ineligible systems/projects include:

- For-profit noncommunity systems
- State or federally owned systems
- Projects already receiving assistance from the DWSRF tribal set-aside
- Projects mainly for future growth, fire flow, or dams
- Projects for studies, assessments, operations and maintenance
- Point of use treatment devices for community systems and most noncommunity systems

TECHNICAL ASSISTANCE

DEPARTMENT OF HEALTH DWSRF STAFF

Department of Health staff determines eligibility and prioritization of DWSRF projects. Questions in the application, Sections I and II can be directed to DOH staff.

DRINKING WATER HEADQUARTERS

Chris Gagnon
Post Office Box 47822
Olympia, Washington 98504-7822
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EMAIL: chris.gagnon@doh.wa.gov

http://www.doh.wa.gov/ehp/dw/Our Main Pages/dwsrf.htm

Eastern Regional Office Southwest Regional Office Northwest Regional Office 20435 72nd Avenue S. Post Office Box 47823 1500 West 4th Avenue Suite 305 Olympia, Washington 98504-7823 Suite 200, K17-12 Spokane, Washington 99204 360/664-0768 Kent, WA 98032-2358 253/395-6750 509/456-3115 Counties served: Counties served: Counties served: Adams, Asotin, Benton, Chelan, Clallam, Clark, Cowlitz, Grays Island, King, Pierce, San Juan, Columbia, Douglas, Ferry, Franklin, Harbor, Jefferson, Kitsap, Lewis, Skagit, Snohomish, and Whatcom Garfield, Grant, Kittitas, Klickitat, Mason, Pacific, Skamania, Thurston, Lincoln, Okanogan, Pend Oreille, and Wahkiakum Spokane, Stevens, Walla Walla, Whitman, and Yakima

TECHNICAL ASSISTANCE

PUBLIC WORKS BOARD CLIENT SERVICES REPRESENTATIVES

Client Services Representatives (CSRs) are your primary contacts for all matters dealing with DWSRF loan services.

Questions in the application, Sections III and IV, can be directed to CSRs.

| Leslie Hafford 360/586-4128 leslie.hafford@pwb.wa.gov | Isaac Huang 360/586-4129 isaac.huang@pwb.wa.gov |
|--|--|
| Clallam, Ferry, Island, Jefferson, Lincoln, Mason, Okanogan, Pend Oreille, San Juan, Skagit, Snohomish, Stevens, Whatcom | Chelan, Douglas, Grant, Grays Harbor, King, Kitsap, Kittitas, Pierce, Thurston |
| Enid Z. Melendez 360/586-4131 enid.melendez@pwb.wa.gov | Terry Dale 360/586-4126 terry.dale@pwb.wa.gov |
| All privately-owned systems statewide | Adams, Asotin, Benton, Clark, Columbia, Cowlitz, Franklin, Garfield, Klickitat, Lewis, Pacific, Skamania, Spokane, Wahkiakum, Walla Walla, Whitman, Yakima |

For more information, contact your CSR or call 360/586-4120. The Public Works Board website is located at www.pwb.wa.gov. You may also write to: Public Works Board, Post Office Box 48319, Olympia, Washington 98504-8319.

Drinking Water State Revolving Fund 2004 Loan Application Form

| SECTION I: APPL | ICANT INFORM | VIATION | | | | | | |
|-----------------------------|--------------------|-----------------|-------------|-----------|-----------|---------|--------------------|-----------|
| Borrower: | | | | | | | | |
| Water System Name | | | | | | | | |
| PWSID Number: | | | | | | | | |
| Street Address: | | | | | | | | |
| City: | | | | State: | | | Zip Code: | |
| Federal Tax ID #: | | | | UBI Nu | mber: | | 1 | |
| Project Title: | | | | | | | | |
| Project Description: | | | | | | | | |
| Project Site Address | | | | | | | | |
| (include City & County) | | | | | | | | |
| Total Request: | \$ | (Include 1 | % loan fee. | Loan requ | est shoul | d matcl | n figure on page | 10 E (c)) |
| County: | | | | Legisla | ative Dis | strict: | images/statedispro | file gif |
| Congress. District: | www.leg.wa.gov/com | mon/maps/congdi | st.htm | Water | | source | Inventory Ar | |
| Contacts (List Two): | 1) | | | | 2) | | | |
| Street Address: | | | | | | | | |
| Mailing Address: | | | | | | | | |
| City / State / Zip: | | | | | | | | |
| Telephone: | | | | | | | | |
| Fax: | | | | | | | | |
| Email: | | | | | | | | |
| Consulting Firm: | | | | | | | | |
| Contact Person: | | | | | | | | |
| Mailing Address: | | | | City / S | State / Z | Zip: | | |
| | Phone () | | Fax () | 1 | | | Email: | |

Application Forms- 2004 1 DWSRF Loan Program

SECTION I: APPLICANT INFORMATION

| OWNERSHIP / SYS | STEM TYPE: | | | | | |
|--|--|--|--|--|--|--|
| Ownership Type: | ☐ Publicly-owned | ☐ Private For-Profit | ☐ Private Nonprofit ☐ Tribal | | | |
| Water System Type: | ☐ Group "A" Community | ☐ Group "A" Transient, Noncommunity* | ☐ Group "A" Nontransient, Noncommunity* | | | |
| | ☐ Group "B" | ☐ Individual Water Supply | ☐ Creating a New Group "A" System | | | |
| nonprofit certification of Internal Revenue Servic photocopy of the state i | *If the water system is classified as a nonprofit noncommunity public water system, attach a photocopy of the federal nonprofit certification document. An organization becomes tax-exempt by applying for recognition of exemption from the Internal Revenue Service (IRS). Nonprofit noncommunity special purpose districts, such as schools, should attach a photocopy of the state nonprofit certification document. If the project is to create a new Group "A" system, contact the DOH Regional Office. | | | | | |
| STATUS OF WATE | ER SYSTEM PLAN: | | | | | |
| Does the water system | have a current DOH-approv | ed Water System Plan? | ☐ YES ☐ NO | | | |
| Does the water system Management Program | n have a current DOH-approv n? | ed Small Water System | ☐ YES ☐ NO | | | |
| Water System Plan Amfail to meet these deadl approval. The required contact their DOH regi | Program. The deadline for submitting a Water System Plan to DOH is September 30, 2004. The deadline for submitting a Water System Plan Amendment or Small Water System Management Program to DOH is November 30, 2004. Systems that fail to meet these deadlines will become ineligible for funding. Submittal by the deadline does not guarantee DOH approval. The required plan must be approved by January 31, 2005. Potential applicants are strongly encouraged to contact their DOH regional office immediately to find out their planning requirements. | | | | | |
| | ct included in a DOH-approve | | ☐ YES ☐ NO | | | |
| If "YES", refer to sec | tion of the plan that reference | s proposed project: | | | | |
| | · | ent Water System Plan. The dead tact your DOH regional office fo | lline for submitting a Water System r more information. | | | |
| | | | | | | |
| STATUS OF PROJ | | | | | | |
| Has a Project Report | been completed for the propo | sed project? | ☐ YES ☐ NO | | | |
| | | | | | | |
| COMPLIANCE ST. | ATUS: | | | | | |
| Compliance: | active enforcement order, bilar red, yellow or blue operating p | ce with DOH requirements (e.g. teral compliance agreement, or permit related to infrastructure)? | ☐ YES ☐ NO | | | |
| | If "yes", will this project brin | · · · · · · · · · · · · · · · · · · · | ☐ YES ☐ NO | | | |
| If this project will not b | oring system into compliance, ex | splain how and when the system | will come into compliance. | | | |

Application Forms- 2004 2 DWSRF Loan Program

| SECTION I: APPLICANT INFORMATION | |
|---|------------|
| OPTIONAL BONUS POINTS (see Guidelines, Appendix E for details): | |
| Does the system want to be considered for: | |
| The "Affordability" points? | YES NO |
| If "YES", please enter the system's current average annual water rates or documented water rates to be implemented after project construction (per Equivalent Residential Unit). In order to receive bonus points, system must submit documentation as part of this application, of the system's current average annual water rates or documented water rates to be implemented after project construction. Rates identified in a water system plan, plan amendment, small water system management program, project report, or rates formally approved by the water system may be used as documentation. Equivalent Residential Unit calculations are shown in the Guidelines, Appendix P. Bonus points are calculated at time of DOH project review. | \$ |
| The "Restructuring Benefit" points? If "YES", list system names and public water system identification numbers on page 8. Note: A project that will result in physically restructuring (consolidating) water systems will receive three (3) bonus points for each system being eliminated by the project (no maximum points). | YES NO |
| The "Regional Benefit" points? If "YES", list system names and public water system identification numbers on page 8. Note: A project that will benefit more than one water system will receive one (1) bonus point for each additional system benefiting by the project, up to a maximum of five (5) points. | YES NO |
| | |
| The "Service Meter" points? Applicants must have service meters on all services, with the following exceptions: 1) System is a transient, noncommunity water system; 2) System serves a mobile home park or apartment complex and has a master meter; 3) On a case by case basis, if DOH determines that the cost of the meters is prohibitive for the DWSRF project as a whole and waiving the meter requirement is necessary to move the project forward and promote priority public health issues. Note: the applicant must request this waiver below. Very few projects will be granted waivers. Applicants must enter estimated service meter costs in the application on page 9, Section III, Estimated Project Costs. If applicant is granted a waiver, the DWSRF loan request will be reduced by the amount of the service meter costs. It is important to note that two (2) bonus points will be awarded to projects that include installing service meters on unmetered services. See Guidelines, page 5 for details. | YES NO |
| Does the water system have service meters on all existing services? | YES NO |
| If "NO", does the project include metering of all unmetered services? | YES NO |
| If the system is not fully metered and the project does not include metering, please check appli | cable box: |
| The system is a transient, noncommunity water system The system serves a mobile home park or apartment complex and has a master meter The applicant is requesting DOH to waive the service meter requirement | |

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| SECTION I: APPLICANT INFORMATION | |
|---|---|
| SOURCE METER INFORMATION: | |
| Will the project add any new sources, e.g. interties, new wells, etc.? | YES NO |
| Are all existing sources metered? | YES NO |
| Will this project complete the metering of all existing and new sources? | YES NO N/A |
| If "No," contact the DOH Regional Office before submitting this application. | |
| | |
| NUMBER OF LOAN APPLICATIONS: | |
| How many applications are being submitted? | |
| Note: Contact the DOH Regional Office if you are uncertain about the number of application A separate application must be submitted for each project, with the following exceptions: A group of projects necessary to solve a single problem must be contained in a single ap Example: Project is for disinfection, therefore, system needs to install chlorination facitime, etc. A group of projects all required to bring a water system into compliance with all applicenforcement actions must be contained within a single application. Public health compl actions are considered high priority and may differ from water system plan and sanitary. Multiple main replacement projects can be submitted within a single application because identical scores. Exception: Service meters cannot be a project in itself and must be included in a project that construction component. If the water system is submitting one DWSRF application that will finance more than one project is not submitted as a separate application. If more then one project is included in a how they meet the exceptions. (See note above). Each application will be scored and ranked application does not guarantee funding of the others. | pplication. ilities, reservoir for contact rable federal and state liance issues and enforcement y survey requirements. se they are likely to receive at contains a capital oject, explain here why each single application, explain here |

SECTION II: PROJECT INFORMATION

Other, specify: (such as telemetry, additional

source)

A: PURPOSE OF PROPOSED PROJECT: Check all that apply. (See Guidelines, Appendix E for **Scoring Information**) **RISK CATEGORY 1:** Requires evidence that the system has a surface water treatment rule compliance problem or has a documented history of microbiological problems that will be addressed by the proposed project in order to receive a basic score in this category. This category includes only disinfection projects; source projects, including source reconstruction and new sources that replace existing sources; and covering, repair, replacement or other improvements to existing distribution reservoirs. New Source Source Reconstruction Disinfection Improvements Filtration Reservoir Improvement/Replacement Other, Specify RISK CATEGORY 2: Project will eliminate Primary Inorganic Chemical Risk (ex: antimony, arsenic, asbestos, barium, beryllium, cadmium, chromium, copper, cyanide, fluoride, lead, mercury, nickel, nitrate, nitrite, selenium, thallium) by: New Source Source Reconstruction Treatment Other, specify: RISK CATEGORY 3: Project will eliminate Other Primary Chemical Risk (ex: trihalomethanes, radionuclides, organic chemicals) by: New Source Treatment Other, specify: RISK CATEGORY 4: Project will eliminate Secondary Chemical/Sea Water Intrusion Risk (ex: chloride, fluoride, iron, manganese, silver, sodium, sulfate, zinc) by: New Source Treatment Other, specify: **RISK CATEGORY 5:** Proposed project will provide Infrastructure Replacement or other Distribution Improvements by: Installation of Source Meters Installation of Service Meters Installation of Distribution Reservoir (new/additional) Installation of Water Main / Distribution Improvements / Seismic Improvements Installation of Pressure Reduction Device(s) Installation of Backflow Prevention Device(s) Installation of Security Measures (cameras, lighting, motion detectors, fencing, lab equipment, redundancy (systems & power), securing chemical and fuel storage, backflow prevention devices, pressure reduction devices, security hatches on reservoir/tank access panels and vents, other protective measures as necessary through a cross-connection control program). Installation of Treatment Plant Discharge Improvements

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B. PROJECT NEED: Describe in detail the problem(s) or need(s) that requires the water system to propose this project. Describe in specific terms the threat to public health and safety that the project will avert, or describe the opportunity the system wishes to capture by taking the proposed action at this time. The project need statement is not scored, but whenever possible, applicants are required to identify: The number of people who are or will be affected by the problem; The impacts that the existing situation has or will have on the system's operation and expenses; The impacts that the existing situation has or will have on the environment and endangered species; and Any other information that will put the need for the project in clear perspective. (Please limit to space below)

SECTION II: PROJECT INFORMATION

SECTION II: PROJECT INFORMATION C. PROJECT SCOPE: Describe in specific terms what will be done as part of this project. List materials to be used in approximate terms to allow flexibility (Examples: Install new filtration system; replace approximately 8,000 lineal feet of water line.)

D. USEFUL LIFE OF THE IMPROVEMENTS IS _____ YEARS. E. HOW DOES THE PROJECT ADDRESS THE NEED: Describe in detail how the project addresses the needs and/or opportunities outlined in Section II-B, Project Need. If the project does not address all of the needs, explain what will be done to complete that effort. (Please limit to space below)

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| SECTION II: PROJECT INFORMATION | |
|--|---|
| F. WATER RIGHTS: | |
| Does system currently have sufficient water rights for the p | roject? YES NO |
| If "No," how and when will the rights be acquired? | |
| | |
| | |
| G. REQUIRED PERMITS: | |
| List permits required for the proposed project, including D and indicate status of each permit (e.g., applied for, pending | |
| | bmitted Date issued |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| | |
| H. RESTRUCTURING BENEFIT: | |
| Does project change ownership of one or more systems? | YES NO |
| If "Yes," identify the Group A systems involved by name an | nd public water system identification number (PWSID): |
| Name: | PWSID #: |
| A project that will result in physically restructuring (consolidate) | |
| system being eliminated by the project. Attach additional page | s if necessary. No maximum points. |
| I. REGIONAL BENEFIT: | |
| Does this project have a regional benefit? | YES NO |
| If "Yes," identify up to five Group A systems involved b | y name and public water system identification number |
| (PWSID): | |
| Name: | PWSID #: |
| A project that will benefit more than one water system will re | ceive one bonus point for each additional system benefiting |

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SECTION III: FINANCIAL INFORMATION:

A. ESTIMATED PROJECT COSTS:

| Preliminary engineering | \$ |
|--|----|
| Design engineering | \$ |
| Land/ROW acquisition | \$ |
| Sales or use taxes | \$ |
| Environmental review | \$ |
| Construction inspection | \$ |
| Public involvement information | \$ |
| Audit costs | \$ |
| Service meter costs (such as locating services, installation, excavation, disinfection / flushing connections, replacement of main damaged by service meter installation.) | \$ |
| | \$ |
| Contingency (%) | |
| Construction | \$ |
| 1. Other (specify) | \$ |
| 2. Other (specify) | \$ |
| TOTAL ESTIMATED PROJECT COSTS | \$ |

B. CONSTRUCTION SCHEDULE:

| Activity | Current Status | Completion Date |
|-----------------------------|-----------------------|-----------------|
| Preliminary engineering | | |
| Site/ROW acquisition | | |
| Design documents | | |
| Construction contract award | | |
| Construction begins | | |
| Project completion | | |

C. SYSTEM IS APPLYING FOR RETROACTIVE FINANCING: ☐ YES ☐ NO

Note: Publicly owned systems (municipals) may request retroactive assistance for surface water treatment projects, projects that address primary chemical contaminants, and capital construction projects to address a compliance order, back to July 1, 1993. Systems must demonstrate they have met all federal and state requirements, retroactively, and should contact the Board's staff if they need assistance with this determination. Projects constructed after January 1, 2003 receive a higher score.

Application Forms- 2004 DWSRF Loan Program

| | NT TO BE CONSIDERED FO vey may be conducted by the P | | _ | | NO |
|--|---|-------------------------|---------------|-----------|------|
| E. LOAN FEE AND TO | TAL LOAN REQUEST: | | | | |
| (a) \$ | Input DWSRF loan request. | | | | |
| X .01 | Multiply sub-total by .01. | | | | |
| (b) \$ | This is the DWSRF loan fee. | | | | |
| | Add (a) and (b). | | | | |
| (c) \$ | This is the total DWSRF loan re | equest. | | | |
| F. FUNDING SOURCES | AND STATUS: | | | | |
| Will the DWSRF loan fully fi | | waa af tha muai act wil | l ha financad | YES | NO |
| Funding Source | g information about how the balanting Type of Funding | | Status | Agreement | Date |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Funding Source = Fede Type of Funding = Gran Status = In-Hand, Propo | | s, Water System, or O | ther | | |

SECTION III: FINANCIAL INFORMATION:

• Funds are <u>in-hand</u> if a formal notice of approval or contract for the funds is in place with the funding source. Local revenue must be in an approved budget to be considered <u>in-hand</u>.

- Funds are <u>proposed</u> if a formal application has been submitted to a funding source, and the funding source considers the application or funding request as having been submitted.
- Funds are *planned* if they are found in a formally adopted water system plan/small water system management program or its equivalent.

Agreement Date = The date when the agreement for the financing was signed or is expected to be signed.

SECTION IV: REQUIRED ATTACHMENTS:

Listed below are the various attachments required to complete a DWSRF loan application.

A. REQUIRED ATTACHMENTS FOR <u>ALL WATER SYSTEMS</u>:

- Attach a vicinity map and legal description of the property associated with this project. The legal description must include Section, Township, and Range of the project's location.
- The applicant must submit documentation of any existing or potential compliance problem, as part of the application package, in order to receive the middle value compliance bonus points (see Guidelines, Appendix E, page 21).
- Community water systems applying for Affordability Bonus Points (page 3) must submit documentation as part of this application of the system's current average annual water rates, or documented water rates to be implemented after project construction. Rates identified in a water system plan, plan amendment, small water system management program, project report, or rates formally approved by the water system may be used as documentation.

B. IN ADDITION TO THE ABOVE, <u>PRIVATELY-OWNED WATER SYSTEMS</u> ARE REQUIRED TO ATTACH THE FOLLOWING:

- If the water system is under any regulatory or court compliance order, attach a description that includes the date of issue and date compliance is required.
- If system is a nonprofit noncommunity and federally recognized nonprofit entity, attach a copy of the federal nonprofit certificate document. An organization becomes tax-exempt by applying for recognition of exemption from the Internal Revenue Service (IRS). (Community systems are not required to submit such documentation.)
- Section I: APPLICANT INFORMATION: For privately owned for-profit systems, if UTC regulates the system, attach a copy of the last annual review submitted to the UTC.

C. <u>NONPROFIT NONCOMMUNITY WATER SYSTEMS</u> ARE REQUIRED TO ATTACH THE FOLLOWING:

Attach a copy of the federal nonprofit certificate document. An organization becomes tax-exempt by applying
for recognition of exemption from the Internal Revenue Service (IRS). Community systems are <u>not</u> required to
submit this documentation. Special purpose districts, such as schools, must attach a copy of the state nonprofit
certificate document.

NOTE: All privately owned water system applications that are deemed eligible by the Department of Health and rank high enough on the 2004 DWSRF Prioritized Project Application List for funding, will be required to provide additional detailed financial information to the Public Works Board staff in September 2004. At a minimum, this will include:

- Copies of the water system's tax returns for 2001, 2002, 2003
- Balance sheet statement for 2001, 2002, 2003
- Three Business References
- Financial Capacity Worksheets

| APPLICANT CERTIFICATION | |
|--|----------------------|
| WHEREAS, (water system name) | , is applying to |
| the Washington State Drinking Water State Revolving Fund program for a low-interest | est loan for an |
| eligible project; and | |
| WHEREAS, the borrower's governing body has approved submission of this applica | tion; and |
| WHEREAS, it is necessary that certain conditions be met as part of the application pa | rocess; and |
| WHEREAS, the local governing body will comply with applicable provision of Public Law 104-182, | |
| The Safe Drinking Water Act (SDWA) Amendments of 1996, Section 1452; EPA general grant | |
| provisions in 40 CFR Part 31; and other applicable state and federal laws; and | |
| WHEREAS, RCW 43.155.060 requires that the project will be advertised for compet | itive bids and |
| administered according to standard local procedure; and | |
| WHEREAS, RCW 39.12 requires public works projects use state prevailing wages; and | |
| WHEREAS, the loan will not exceed 100% of eligible costs incurred for the project; and | |
| WHEREAS, any loan arising from this application constitutes a debt to be repaid, and | d (person/title) |
| has reviewed and concluded | it has the necessary |
| capacity to repay such a loan; and | |
| WHEREAS, the information provided in this application is true and correct to the be | st of the |
| applicant's belief and knowledge and it is understood that the state may verify inform | nation, and that |
| untruthful or misleading information may be cause for rejection of this application or | termination of any |
| subsequent loan agreement. | |
| NOW THEREFORE, (borrower) certifies | that it meets these |
| requirements, and further, that it intends to enter into a loan agreement with the Publi | c Works Board, |
| provided that the terms and conditions for a Drinking Water State Revolving Fund lo | an are satisfactory |
| to both parties. | |
| | |
| Signed: | |
| Title | |
| Phone Number: | |
| Date: | |
| ATTEST: | |

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